

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-30

☐

Other

☒

Amendment Number:

000002

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2011

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Technical, Information ...

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.3 and 2.4

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 12/01/2010 To 11/30/2011

Comments:

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO

(Max 2)

☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 2,531

12/16/2008 To 11/30/2011

This Action:

0

Total:

2,531

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Tina Conley

Branch/Mail Code:

Phone Number 703-347-8060

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

PERFORMANCE WORK STATEMENT
Contract Number: EP-C-08-010
Contractor: Scientific Consulting Group, Inc.

Work Assignment (WA) Number: 02-30 Amendment 2

WA TITLE	Technical, Information Transfer and Logistical Support of ORD National Center for Environmental Research (NCER) Meetings and Electronic Products
WA AMENDMENT	Support for Senior Leadership Development Program Only Revision to Amendment 1
PERIOD OF PERFORMANCE:	CO Approval through November 30, 2011
WORK ASSIGNMENT COR:	Tina Maragousis Conley, USEPA 1025 F Street, NW, Room 3307G, Washington, DC 20004 Phone; 202-343-9829, Fax: 202-233-0678 conley.tina@epa.gov ;
ALTERNATE WA COR:	Ted Just, USEPA 1025 F Street, NW, Room 3102, Washington, DC 20004, Phone; 202-343-9714, Fax; 202-233-0677 just.ted@epa.gov ,
PROJECT OFFICER COR:	Verla Sutton-Busby, USEPA Headquarters 1200 Pennsylvania Avenue NW (Mail Code 8102R) Washington, D.C. 20460 Phone; 202-564-6808 / Fax #: 202-565-2910 sutton-busby.verla@epa.gov

Background: This Work Assignment 2-30 Amendment 2 removes Task 2 (Technical and Logistical Planning and Support for 3 SLDP Meetings and the ORD Managers Workshop) from the scope of work of Amendment 1, where the contractor has submitted a Work Plan dated June 16, 2011. NCER's Deputy Director is ORD's management lead on the Senior Leadership Development Program (SLDP) and also an advisor on the next ORD Managers Workshop has postponed the SLDP meetings. Due to the contract period of performance ending on 11/30/11, the implementation of the ORD Managers Workshop will not occur under this period and therefore removed from the current scope of work. The scope of this Work Assignment Amendment 2 still falls under technology transfer support work under the original work assignment.

Purpose: Under this Work Assignment (WA) Amendment 2, the contractor shall provide technical, information transfer, communications, planning and support for the development of an all inclusive ORD Leadership website for the SLDP and the ORD Managers Workshop.

Task Description:

Task 1: Planning, Development and Maintenance of a Web Site with Centralized Source of Web-based Information on ORD Leadership Development. The website will be overarching information and communication tool and support the ORD SLDP, ORD SLDP second class program and the ORD Managers Workshop. It will be the centralized source of information and web-based communication for these programs and will link to resources and related programs within EPA (e.g., Emerging Leaders Network, <https://ssoprod.epa.gov/sso/jsp/loginELN.jsp>), other agencies, and non-government organizations. The site will include a description of the SLDP and ORD Managers Workshop as well as their goals and objectives. The web site will contain a home page that is accessible to everyone but it also will contain password protected pages that are accessible only to those involved in the SLDP (e.g., class members, SLDP organizers, and Management Organizational Assessment Network [MOAN] mentors).

The web site will be the depot for information transfer and will be used to post the SLDP background, purpose, process and steps, application instructions and submissions, Q&A, logistics, agendas, contacts, as well as the ORD Managers Workshop background, purpose, agenda and logistics, if applicable.

After review of the draft website, the contractor will develop recommendations and next steps on the SLDP website and development of the next class for ORD management's reference. The COR will assist in the direction of the document.

Deliverables and Schedules:**Schedule of Deliverables****Due Dates**

Revised Work Plan	15 calendar days of receipt of work assignment
Draft of Website	September 30, 2011
Next Steps on SLDP and ORD Managers Workshop	September 30, 2011
Finalization of Website	November 30, 2011

Deliverable Acceptance Criteria: All website materials, logistical information, information transfer schedule, abstract handouts and meeting materials, letters, summary documents and proceedings documents will be well organized, contain appropriate content, clear and easily readable in its presentation.

Management Controls: Technical direction for this work assignment amendment is provided by the work assignment amendment SOW, the Technical Directives for the information transfer products, meetings with the COR and ORD management, and the Work Plan developed to implement this revised work assignment amendment 2 by the Contractor (after it has been accepted and approved by the EPA Work Assignment COR), by the Contractor's and WAM's designated management representatives.

Status and progress meetings between the EPA, and Contractor work assignment COR and managers will be set up to discuss any questions that may arise during the performance or completion

of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR. The EPA WA COR will discuss task details and receive updates on progress, on a weekly basis once the work has begun under a TD. The contractor shall notify the EPA WA COR immediately of any problems that may impede the performance of the work under this work assignment. The contractor shall submit monthly progress reports, as identifies by the Contract Project Officer. The contractor shall give the WA COR and the Contract Project Officer notice when 75% of the hours or dollars have been expended.

In addition, to the deliverable schedule above, the contractor shall provide a list of **deliverables and the dates** that they are due after receipt of any technical direction. Deliverables shall be provided in electronic format, and hard copy if necessary to the WA COR. Deliverables shall be in accepted Agency format and standards. Documents shall be prepared by using Word or appropriate graphics software discussed with the EPA WA COR, and written materials delivered shall be e-mailed to the EPA WA COR at conley.tina@epa.gov and the appropriate NCER PO. Materials shall also be in a word processing or graphic software that facilitates uploading onto the Internet, EPA and ORD's LAN.

The contractor shall develop and maintain files supporting each task assignment. The contractor shall track timeline, deliverable status, and other management files.

This Work Assignment does not contemplate the purchase of electronic and information technology falling under the definition of EIT provided in **Section 508 of the Rehabilitation Act (29 USC Part d), the Accessibility Standard (36 CFR 1194), and the FAR Final Rule (48 CFR Parts 7, 10, 11, 12, and 39), nor is there an exemption cited (FAR Part 39).**

TRAVEL

"Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer prior to the travel. No travel is expected under this Work Assignment amendment.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-30								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-08-010	Contract Period 12/16/2008 To 11/30/2011 Base Option Period Number 2	Title of Work Assignment/SF Site Name								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/01/2010 To 11/30/2011								
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund <div style="text-align: center;">Accounting and Appropriations Data</div> <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1800-68A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 12/16/2008 To 11/30/2011		Cost/Fee: _____		LOE: 1,239						
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Tina Conley							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-343-9829			
_____ (Signature) (Date)							FAX Number:			
Project Officer Name Verla Sutton-Busby							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-564-6808			
_____ (Signature) (Date)							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
_____ (Signature) (Date)							FAX Number:			
Contracting Official Name Benita Tyus							Branch/Mail Code: CPOD			
<i>Benita Tyus</i> (Signature) 6/7/11 (Date)							Phone Number: 513-487-2094			
_____ (Signature) (Date)							FAX Number: 513-487-2109			

PERFORMANCE WORK STATEMENT
Contract Number: EP-C-08-010
Contractor: Scientific Consulting Group, Inc.

Work Assignment (WA) Number: 02-30 Amendment 1

WA TITLE	Technical, Information Transfer and Logistical Support of ORD National Center for Environmental Research (NCER) Meetings and Electronic Products
WA AMENDMENT	Support for Senior Leadership Development Program and ORD Managers Workshop
PERIOD OF PERFORMANCE:	CO Approval through November 30, 2011
WORK ASSIGNMENT COR:	Tina Maragousis Conley, USEPA 1025 F Street, NW, Room 3307G, Washington, DC 20004 Phone; 202-343-9829, Fax: 202-233-0678 conley.tina@epa.gov ;
ALTERNATE WA COR:	Ted Just, USEPA 1025 F Street, NW, Room 3102, Washington, DC 20004, Phone; 202-343-9714, Fax; 202-233-0677 just.ted@epa.gov ,
PROJECT OFFICER COR:	Verla Sutton-Busby, USEPA Headquarters 1200 Pennsylvania Avenue NW (Mail Code 8102R) Washington, D.C. 20460 Phone; 202-564-6808 / Fax #: 202-565-2910 sutton-busby.verla@epa.gov

Background: NCER's Deputy Director is ORD's management lead on the Senior Leadership Development Program (SLDP) and also an advisor on the next ORD Managers Workshop. The scope of this Work Assignment Amendment falls under meetings supported by NCER management, under the original work assignment.

Purpose: Under this Work Assignment (WA) Amendment, the contractor shall provide technical, information transfer, communications, and logistical planning and support for the development of a all inclusive ORD Leadership website and 3 meetings and 1 workshop supported by NCER management of the SLDP and the ORD Managers Workshop.

Task Descriptions:

Task 1: Development and Maintenance of a Web Site with Centralized Source of Web-based Information on ORD Leadership Development. The website will be overarching information and communication tool and support the ORD SLDP, ORD SLDP second class program and the ORD Managers Workshop. It will be the centralized source of information and web-based communication for these programs and will link to resources and related programs within EPA (e.g., Emerging Leaders Network, <https://ssoprod.epa.gov/sso/isp/loginELN.jsp>), other agencies, and non-government organizations. The site will include a description of the SLDP and ORD Managers Workshop as well as their goals and objectives. The web site will contain a home page that is accessible to everyone but it also will contain password protected pages that are accessible only to those involved in the SLDP (e.g., class members, SLDP organizers, and Management Organizational Assessment Network [MOAN] mentors).

The web site will be the depot for information transfer and will be used to post the SLDP background, purpose, process and steps, application instructions and submissions, Q&A, logistics, agendas, contacts, as well as the ORD Managers Workshop background, purpose, agenda and logistics.

Task 2: Technical and Logistical Planning and Support for 3 SLDP Meetings and ORD Managers Workshop. A kickoff meeting will take place shortly after the candidates for the second class are selected. The purpose of the meeting will be to communicate the goals of the program, the activities planned for the 18-month class, candidate expectations, group project, as well as provide time for the new candidates to meet, get to know each other and meet and learn from the graduates of the first SLDP class. After the kick off meeting, there will be 2 meeting retreats, one in DC and one in Research Triangle Park (RTP), NC. The first meeting retreat in Washington, DC will focus on ORD leadership and the working relationships with EPA leadership, the appropriate legislative and executive branch offices. The purpose of the retreat is to educate the candidates and give them an opportunity to better understand how the Federal Government works and how EPA and ORD work as part of the government with the House of Representatives, Senate, OMB, and the Office of Science and Technology Policy (OSTP). The candidates will learn how to prepare for and participate in Congressional hearings and will have the opportunity to attend hearings. The candidates will learn and participate in meetings with EPA and ORD leadership. ORD will make the initial contacts with representatives from the House, Senate, OMB, and OSTP to obtain their agreement to meet with the SLDP candidates, and the contractor shall follow up and make all the necessary arrangements with the appropriate contacts identified by ORD. The contractor shall support the development of the retreat agenda, prepare and disseminate technical and logistical materials and information, and make appropriate logistical plans.

The second retreat meeting will probably be held in RTP, NC, because of EPA's laboratory and the NIEHS offices. The purpose of this second retreat is to offer the candidates a mix of experiences intended to provide career advice from senior level managers, self development activities, exposure to other programs and agencies, interaction with other regulators (e.g., State officials), and an off-site environmental learning experience. The contractor shall work with ORD representatives and Management Organizational Assessment Network (MOAN) mentors to select a date, develop an agenda, and identify speakers/presenters, as well as prepare and disseminate technical and logistical materials and information.

The contractor shall also assess the need for bus/van transportation for the 2 retreat meetings.

The ORD Managers Workshop will be held in Washington, DC between August and November 2011. The goal of the workshop is to educate and bring ORD managers and possibly team leaders at all levels together to fully understand what ORD needs to do to excel amidst existing and emerging changes and challenges throughout ORD and within ORD organizations, and encourage cross-organization action items to advance ORD's goal of becoming a more efficient and effective organization, and able to support the path forward. The contractor shall make logistical plans, support the development of the workshop agenda, prepare and disseminate technical and logistical materials and information.

Deliverables and Schedules:

Schedule of Deliverables

Due Dates

Work Plan	15 calendar days of receipt of work assignment
Finalization of Website	5- 7 days after receipt of comments from EPA WA COR and ORD technical lead on draft ORD Leadership Website, including SLDP and ORD Managers Workshop web pages.
List of final meeting facility options For ORD Managers Workshop	5 business days after receipt of the TD - status report after 4 business days
ORD Managers Workshop	Implementation and final evaluation and summary reports Completed by 11/30/11.
Schedule of SLDP	3-5 business days after the EPA WA COR and ORD Technical Lead's Technical Direction
SLDP Kick Off Meeting and Evaluation Reports	July 2011 (Meeting) Evaluation Report (August 2011)
SLDP Meeting Retreat in DC	September/October 2011
SLDP Meeting Retreat in RTP	October/November 2011
SLDP Meeting Retreat Summaries	November 30, 2011

Deliverable Acceptance Criteria: All website materials, logistical information, information transfer schedule, abstract handouts and meeting materials, letters, summary documents and proceedings documents shall be well organized, contain appropriate content, clear and easily readable in its presentation.

Management Controls: Technical direction for this work assignment amendment is provided by the work assignment amendment SOW, by the Technical Directives submitted for each meeting and information transfer product if it is not part of the meeting planning and implementation, by the work plan developed to implement this work assignment amendment by the Contractor (after it has been accepted and approved by the EPA Work Assignment COR), by the Contractor's and WAM's designated management representatives. **Status and progress meetings** between the EPA, and

Contractor work assignment COR and managers will be set up to discuss any questions that may arise during the performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR. The EPA WA COR will discuss task details and receive updates on progress, on a weekly basis once the work has begun under a TD. The contractor shall notify the EPA WA COR immediately of any problems that may impede the performance of the work under this work assignment. The contractor shall submit monthly progress reports, as identified by the Contract Project Officer. The contractor shall give the EPA WA COR and the Contract Project Officer notice when 75% of the hours or dollars have been expended.

In addition, to the deliverable schedule above, the contractor shall provide a list of **deliverables and the dates** that they are due after receipt of any technical direction. Deliverables shall be provided in electronic format, and hard copy if necessary to the WA COR. Deliverables shall be in accepted Agency format and standards. Documents shall be prepared by using Word or appropriate graphics software discussed with the EPA WA COR, and written materials delivered shall be e-mailed to the EPA WA COR at conley.tina@epa.gov and the appropriate NCER PO. Materials shall also be in a word processing or graphic software that facilitates uploading onto the Internet, EPA and ORD's LAN.

The contractor shall develop and maintain files supporting each task assignment. The contractor shall track timeline, deliverable status, and other management files.

This Work Assignment does not contemplate the purchase of electronic and information technology falling under the definition of EIT provided in **Section 508 of the Rehabilitation Act (29 USC Part d), the Accessibility Standard (36 CFR 1194), and the FAR Final Rule (48 CFR Parts 7, 10, 11, 12, and 39), nor is there an exemption cited (FAR Part 39).**

TRAVEL

"Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer prior to the travel. It is expected that the contractor will be requested to participate in 1 meeting in RTP, NC; date to be determined via technical direction. Contractor shall provide full meeting support for 2 days.

EPA GREEN MEETING REQUIREMENTS

"When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>." Prepare green practices document for selected meeting facility.

United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number 02-30	
EPA	Work Assignment		<input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment Number:
Contract Number EP-C-08-10	Contract Period Period Number	Base 2	Title of Work Assignment: Technical, Information Transfer and Logistical Support of ORD NCER Meetings and Electronic Products
Contractor Scientific Consulting Group, Inc. (SCG)		Specify Section and Paragraph of Contract SOW: Sections 2.3 and 2.4	
Purpose: <input checked="" type="checkbox"/> Work Assignment Initiation <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Periods of Performance From: 12/1/10 To: 11/30/11	
Comments:			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
1	DC (Max 4)	Bu (Max 4)	Approp (Max 4)
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period		Cost/Fee:	
Previously Approved:		LOE	
This Action			
Labor Hours			
Work Plan / Cost Estimate Approvals			
Contractor W/P Dated:		Cost/Fee:	
Cumulative Approved:		LOE:	
Work Assignment Manager Name Stamatia (Tina) Maragousis Conley <i>Tina Maragousis Conley</i> 11/17/10 (Signature) (Date)		Branch/Mail Code 8727 F Phone Number 202-343-9829 Fax Number 202-233-0678	
Project Officer Name Verla Sutton-Busby <i>Verla Sutton-Busby</i> 11/24/10 (Signature) (Date)		Branch/Mail Code: 8102R Phone Number 202-564-6808 Fax Number 202-565-2910	
Other Agency Official Name Christopher Bullock, Director, RSD, NCER, ORD <i>Christopher Bullock</i> 11/22/10 (Signature) (Date)		Branch/Mail Code: 8727F Phone Number: 202-343-9510 Fax Number: 202-233-0680	
Contracting Official Name Renita Tyus <i>Renita Tyus</i> 11/24/10 (Signature) (Date)		Branch/Mail Code CPOD, NWD, Room 001 Phone Number 513-487-2094 Fax Number 513-487-2109	
Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)		Date	

EPA Form 1900-69 (Rev. 07-95)

Work shall not begin on this work assignment until 12/01/10.

PERFORMANCE WORK STATEMENT
Contract Number: EP-C-08-010
Contractor: Scientific Consulting Group, Inc.
Work Assignment Number: 02-30

TITLE Technical, Information Transfer and Logistical Support of ORD National Center for Environmental Research (NCER) Meetings and Electronic Products

PERIOD OF PERFORMANCE: December 1 through November 30, 2011

WORK ASSIGNMENT COR: Tina Maragousis Conley, USEPA
1025 F Street, NW, Room 3307G,
Washington, DC 20004
Phone; 202-343-9829, Fax: 202-233-0678
conley.tina@epa.gov;

ALTERNATE WA COR: Ted Just, USEPA
1025 F Street, NW, Room 3102,
Washington, DC 20004,
Phone; 202-343-9714, Fax; 202-233-0677
just.ted@epa.gov,

PROJECT OFFICER COR: Verla Sutton-Busby, USEPA Headquarters
1200 Pennsylvania Avenue NW (Mail Code 8102R)
Washington, D.C. 20460
Phone; 202-564-6808 / Fax #: 202-565-2910
sutton-busby.verla@epa.gov

Background: NCER's mission is to support high-quality research by the nation's leading scientists and engineers that will improve EPA's scientific basis for decisions on national environmental issues. NCER supports leading edge extramural research in sustainability, human health, air, nanotechnology, global change and economics; addressing exposure, effects, risk assessment, and risk management through competitions for STAR grants, fellowships, and research contracts under the Small Business Innovative Research Program. The program engages the nation's best scientists and engineers in targeted research. A critical piece of research is information transfer, communication and collaboration. NCER brings researchers, academics, policy-makers, non-governmental organization representatives, government officials (e.g. local, regional, national, tribal, international), lay experts, students and the public together to share information and educate each other. A summary capturing the science and communication is developed from most meetings or workshops.

Purpose: Under this Work Assignment (WA) the contractor shall provide technical, information transfer, communications and logistical support for program, and progress review workshops, EPA and ORD science meetings involving its investigator-initiated research grants, as well as other meetings and workshops supported by NCER management. The purpose of these reviews and science meetings is to disseminate the results of ongoing research and to point the way for future research to all interested parties. The meetings are approved under the fiscal year 2010 budget, by NCER management. There will not be any duplication of work or effort under this work assignment. This performance work statement supports up to 12 meetings that vary in the level of effort. Refer to attached ***FY11 EPA ORD NCER Meeting Schedule for EPA Contract EP-C-08-010- WA 02-30***, for description of contract support. The tasks are described below under Task Descriptions, and Deliverables and project schedule. Each meeting will consist of presentations of the research grants or assistance agreements, followed by questions and discussion by the meeting participants regarding progress and future direction of the research. Please note that all of the meetings on the schedule have received approval through ***NCER's Clearance Process for Meetings Requiring Expenditure of Funds***.

Task Descriptions:

Task 1: Preparation of the Work Plan

The contractor shall supply, within 15 calendar days of receipt of this performance statement of work, a working detailed technical and staffing plan and a detailed costs estimate that will be used to support this work. The staffing plan will identify qualified staff to perform tasks provided in the work assignment. If a subcontractor is included in staffing for this work assignment, the work plan will describe how the contractor will provide subcontractor oversight.

Task 2: Technical, Information Transfer, Logistical and Communications Support for NCER Workshops and Meetings

The contractor shall provide the necessary personnel and resources in the following four areas for each program, progress review and applicable science workshop and meeting:

- 1) Information Transfer Products, with description and Schedule; pre-meeting communications and logistical support;
- 2) Support in development of web-based registration sites, **Meeting Abstract Handouts; and Proceedings** documents and web based publication of these documents.
- 3) Technical and logistical support during the review; and
- 4) Follow up communications and evaluation of the meeting and documents for information transfer.

A Technical Directive (TD) issued by the EPA WA COR in advance of each workshop and meeting will delineate the specific technical, information transfer and logistical support requirements for the planning and implementation of meetings and the information transfer and communication of all website information and meeting documents. There will be some variation between the individual reviews and meetings but in general the contractor shall:

- 1) Provide status updates to the EPA WA COR concerning deliverables, schedules, and progress toward defined tasks and objectives.
- 2) Work with the EPA WA COR to develop the information transfer strategy and product description for each meeting.
- 3) Identify hotels with facilities and policies suitable for the specific meeting. The workshops and meetings will be conducted at government facilities and "green" compliant facilities when available, and will be attended by Principal Investigators of the grants or contracts, EPA Project Officers of the grants or contracts, EPA, EPA's solicitation partners, NCER's co-sponsors, and other representatives of the government, academia, NGOs, business communities, and the public. The contractor will prepare a green practices one pager for each meeting facility; and use any information already developed by the meeting facility, if applicable.
- 4) After selection of the meeting space, the Contractor shall negotiate an agreement with the selected hotel for space and related services on the appropriate dates.
- 5) Serve as liaison with the hotel. Negotiate rental of audiovisual equipment, computers, and other office equipment and services, including web cast services, as needed to conduct the on-site meeting activities.
- 6) Prepare a e-flyer meeting announcement with registration site information; logistical sheet containing information on the hotel, meeting location and registration instructions related to the meeting. Participate on meeting coordination kick off conference call.
- 7) Format abstracts of the talks to be given at meeting and assemble into a Meeting document followed by a Meeting *Proceedings* document that will include the executive summary, final agenda, and final participants list in addition to the abstracts. Presentations will only be included if permission from the Principle Investigators or presenters is received within a reasonable time frame, by the NCER Project Officer (PO). The proceedings document will be submitted on a CD or via Email in an electronic file for posting on NCER's website. If the Proceedings document is printed, the contractor shall submit a copy in camera ready format for printing, by the EPA WA COR. A *U.S. Government Printing Office Desktop Publishing - Disk Information*, GPO Form 952 revised for pdf (2/97) will be submitted to the EPA WA COR for each document. The abstracts will be furnished by the PIs with instruction from a letter via email that is sent from the EPA NCER PO. The TD will address whether the contractor shall assist in drafting this PI letter.

- 8) Prepare and format the meeting agenda for posting on the NCER Website Events page. The EPA NCER PO is primarily responsible for developing the agenda and arranging participation of the presenters. Conduct all activities related to pre-registration and on-site registration for the meeting including telephone and email inquiries. Establish and maintain a registration website for these registration activities; including tracking web cast participation, if applicable.
- 9) Meeting website and registration site support for information transfer to include appropriate cross links in the research area community.
- 10) Prepare meeting folders and distribute handout materials during the meeting. Prepare and distribute evaluation forms. Facilitate collection of the forms at the meeting.
- 11) Procure incidental meeting supplies such as folders, name tags, signs, flip chart paper pads, markers, flash drives, pencils, etc., as needed for the meeting activities.
- 12) Manage the implementation of the meeting on-site with the EPA WA COR. This can include operating on site registration, distributing meeting materials and handouts, developing and distributing an attendance list update, assisting with time management of the agenda, performing liaison services with the hotel, providing on site message service, collecting evaluation forms, etc. as needed.
- 13) Implement necessary meeting follow-up activities including preparation of final attendance lists; preparation of an executive type of meeting summary report, with a one page summary of the meeting; evaluation of the meeting; E-mail blast announcing the availability of the proceedings/meeting summary documents; and other needs to complete the information transfer circle.

Deliverables and Project Schedule:

Schedule of Deliverables

Due Dates

Work Plan due within 15 calendar days of receipt of work assignment

List of final meeting facility options

5 – 7 business days after receipt of the TD
– status report after 4 business days

Finalize invitation letters and Save the
Date Flyers if applicable for Meetings

Six weeks prior to scheduled meeting

Information Transfer Products, Description and Schedule

Draft

Eight weeks prior to scheduled meeting

Final

Five to Six weeks prior to meeting

Online Registration Site – Ready for

Posting on the Web	Date determined and submitted in TD
Format abstracts and other materials	Two weeks prior to scheduled meeting
Meeting Summary Report	Two weeks after completion of the meeting
Proceedings – Draft	Four to Five weeks after meeting
– Final for Web Posting	Five to Six weeks after meeting with final comments from NCER PO for technical content

Deliverable Acceptance Criteria: All website materials, logistical information, information transfer schedule, abstract handouts and meeting materials, letters, summary documents and proceedings documents will be well organized, contain appropriate content, clear and easily readable in its presentation.

Management Controls: Technical direction for this work assignment is provided by the work assignment SOW, by the Technical Directive submitted for each meeting and information transfer product if it is not part of the meeting planning and implementation. **Status and progress meetings** between the EPA, and Contractor work assignment COR and managers will be set up to discuss any questions that may arise during the performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR. The EPA WA COR will discuss task details and receive updates on progress, on a weekly basis once the work has begun under a TD. The contractor shall notify the EPA WA COR immediately of any problems that may impede the performance of the work under this work assignment. The contractor shall submit monthly progress reports, as identifies by the Contract Project Officer. The contractor shall give the WA COR and the Contract Project Officer notice when 75% of the hours or dollars have been expended.

In addition, to the deliverable schedule above, the contractor shall provide a list of **deliverables and the dates** that they are due after receipt of the TD. Deliverables shall be provided in electronic format, and hard copy if necessary to the WA COR. Deliverables shall be in accepted Agency format and standards. Documents shall be prepared by using Word or appropriate graphics software discussed with the EPA WA COR, and written materials delivered shall be e-mailed to the EPA WA COR at conley.tina@epa.gov and the appropriate NCER PO. Materials shall also be in a word processing or graphic software that facilitates uploading onto the Internet, EPA and ORD's LAN.

The contractor shall develop and maintain files supporting each work assignment. The contractor shall track, by meeting, the submitted TD, timeline, status, and other files on the **Meeting Management Tool** developed under a previous contract work assignment. Contract PO will also have access to the Meeting Management Tool database.

This Work Assignment does not contemplate the purchase of electronic and information technology falling under the definition of EIT provided in **Section 508 of the Rehabilitation**

Act (29 USC Part d), the Accessibility Standard (36 CFR 1194), and the FAR Final Rule (48 CFR Parts 7, 10, 11, 12, and 39), nor is there an exemption cited (FAR Part 39).

TRAVEL

"Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer prior to the travel. It is expected that the contractor will be requested to participate in 1 workshop in Tallahassee, FL. On December 9, 2010

EPA GREEN MEETING REQUIREMENTS

"When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>." Prepare green practices document for selected meeting facility.

FY11 EPA ORD NCER Meeting Schedule for EPA Contract EP-C-08-010
Work Assignment 02-30, Period of Performance 12/1/10 – 11/30/11

RESEARCH PROGRAM AREA	NAME OF MEETING / WORKSHOP PROJECT OFFICER(S) OR LEAD CONTACT NAME (EMAIL ADDRESS; TELEPHONE #)	DATE SCHEDULED (S), TENTATIVE (T) AND LOCATION	CONTRACT SUPPORT YES/NO LEVEL OF SUPPORT
NCER	1. EPA/ORD's Grant Process Workshop: How it Works at Florida Manufacturing and Mechanical University Christopher Zarba (zarba.christopher@epa.gov) Alva Daniels (daniels.alva@epa.gov)	December 9, 2010 (S) Tallahassee, FL	Yes Implementation and Follow up Work
NCER	2. EPA/ORD's Grant Process Workshop: How it Works at Dillard University Christopher Zarba (zarba.christopher@epa.gov) Alva Daniels (daniels.alva@epa.gov)	Completed by Winter 2011	Yes Info Transfer and Website Support
Economics	3. NCER/NCEE Economics and Decision Sciences Workshop (via MOU between NCER and NCEE) William Wheeler (wheeler.william@epa.gov; 202-566-2264)	January 18, 2011(S) Washington, DC	Yes Full Meeting Support for one day
Human Health	4. Environmental Justice Symposium Follow Up Support Devon Payne-Sturges (payne-sturges.devon@epa.gov)	Completed by Spring 2011	Yes Info Transfer and Website Support
Human Health	5. Children's Centers 2010 Meeting Follow Up Support Richard Callan (callan.richard@epa.gov)	Completed by Spring 2011	Yes Info Transfer and Website Support
Human Health	6. Protecting Children's Health for a Lifetime: Environmental Health Research Meets Clinical Practice and Public Policy Devon Payne-Sturges (payne-sturges.devon@epa.gov)	Completed by Spring 2011	Yes Info Transfer and Website Support

RESEARCH PROGRAM AREA	NAME OF MEETING / WORKSHOP PROJECT OFFICER(S) or LEAD CONTACT Name (email address; telephone #)	DATE SCHEDULED (S), TENTATIVE (T) AND LOCATION	CONTRACT SUPPORT
Nanotechnology	7. Interagency Nanotechnology Grantees Workshop Paul Shapiro (shapiro.paul@epa.gov) Nora Savage (savage.nora@epa.gov)	Completed by Spring 2011	Yes Info Transfer and Website Support
ORD NCER Lead	8. Senior Development Leadership Program Christopher Zarba (zarba.christopher@epa.gov)	Winter/Spring 2011	Yes Meeting Planning Support
ORD NCEA Lead	9. ORD Managers Workshop Becki Clark (clark.becki@epa.gov) Christopher Zarba (zarba.christopher@epa.gov)	Spring 2011 (RTP, NC - Tentative)	Yes Meeting Planning Support
Human Health	10. Public Health Indicators Progress Review Workshop Nica Louie (louie.nica@epa.gov)	Spring/Summer 2011 (T) Washington, DC	Yes Full Meeting Support for 1-2 days
NCER	11-12. Two Ad hoc Meetings NCER Management	TBD	Yes Meeting Planning Support